

Rec. Mgmt 4-1
Scheduling

STAT [] ARO, Medical Staff

22 July 1960

Chief, Records Management Staff

Records Control Schedule

1. The disposition instructions recommended in your Memorandum of 14 July 1960 are approved, except for the retention periods proposed for items 1a, 2a and 3a.

STAT 2. As [] indicated in her telephone conversation with you, the retention periods recommended for these items should be amended as follows:

- 1a. Temporary. Destroy after 2 years.
- and Cut-off at the end of each calendar year.
- 2a. Hold for 2 years, then destroy.
- 3a. Temporary. Destroy after 3 years. Cut-off at the end of each calendar year. Retain 3 years then destroy.

3. Our copy of the schedule is being amended to show these changes and a copy will be forwarded to the Records Center. Your continued interest in reducing retention periods wherever practicable will prove beneficial to your records management program.



Distribution:

Orig - addressee

- 1 - Records Ctr (with Copy of Mem of 14 July 1960,
Subject: Records Control Schedule)

1 - Records Disposition []

✓ 1 - RMS (Records Management 4-1, Scheduling)

STAT Mgt/S/RMS/RD [] fms (22 July '60)

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